



U.S. Embassy Conakry

Checklist for a Consular Report of Birth Abroad (CRBA)

American Citizen Services, U.S. Embassy, Conakry

- 1) Bring this checklist with you to your appointment, signed, and dated.
- 2) You cannot apply for a report of birth and passport without a scheduled appointment for each applicant (the child).
- 3) Please check the appropriate box in front of each document that you bring with you.
- 4) Many of the documents require you to submit both an original and a photocopy (including an original birth certificate).
- 5) The documents should be placed in the same order as the checklist with the original on top of the copy.

In addition to this list, a personal appearance by the applicant (the child) is required.

FEES/FORMS/PHOTOS

☐ **Non-Refundable Application Fee**

The fee for a Consular Report of Birth is \$100. The fee for a child's passport under 16 is \$115; for adult passport renewals the passport fee is \$110, and for first time adult passports the fee is \$145. The cashier at the Embassy accepts cash (either dollars or Guinean francs).

☐ **Photos of applicant and parents**

You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background for the child and or/adult passport applicant.

☐ **"Application for Consular Report of Birth Abroad" (DS-2029). Fill-up/complete but do not sign!**

Only the child's biological parent or legal guardian, preferably the U.S. citizen parent, can apply for a CRBA. Either parent, including a non-U.S. citizen parent, may execute and sign this application form before a Consular Officer. If it will be signed and executed by a legal guardian, a special power of attorney from the parent(s) or guardianship affidavit must be submitted. Please read and follow the "Instructions Page of the CRBA form" when filling it out. Complete items 1-15 but do not sign this form until you are asked to do so by the Consular Officer during your appointment at the Embassy.

☐ **"Affidavit of Parentage, Physical Presence and Support" (DS-5507).**

If the parents were not married at the time of the birth of the applicant and the father is the U.S. citizen, the father must complete the Form DS-5507. Do not sign the document if the father will be present at the interview. If the father will not be present, the father must sign the form (signature is required on pages 3 and 4) and get it notarized by a **U.S. commissioned notary**. If the father is deceased, you will need to submit an original death certificate and photocopy.



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If you would also like to apply for a passport, please bring these additional items to your appointment:

☐ **“Application for a U.S. Passport” (DS-11)**, if applying for a passport. Fill-up/complete but do not sign!

For children under the age of 16 both parents/legal guardians are required to come in person. You must complete the form electronically and print it out. Please review the information on First Passport Applications (for children under the age of 16) on the website found at <https://gn.usembassy.gov/u-s-citizen-services/passports/>

☐ **“Statement of Consent” (DS-3053)** is required for passport applications for children under the age of 16 if only one parent is appearing for the interview. The absent parent must sign the DS-3053 and get it notarized by a **U.S. commissioned notary**. The document is valid for 90 days after the date of signature. If only a legal guardian will accompany the child, a DS-3053 from both parents is required.

PROOF OF IDENTITY AND PROOF OF CITIZENSHIP

☐ **Child’s Original Birth Certificate**

Please bring the original birth certificate.

☐ **Photo identification and growing-up photos of child**

This is required for school-aged children. Age progression photos should begin as near to birth as possible, spanning to the present.

☐ **Evidence of parents’ U.S. citizenship**

The U.S. citizen parent(s) must present his/her current and expired U.S. passports.

☐ **Passport/Identification document for non-U.S. citizen parent**

A non-U.S. citizen parent must bring his/her passport or another form of photo identification, such as a national ID card.

PHYSICAL PRESENCE/RESIDENCE IN THE UNITED STATES

☐ **Evidence of physical presence/residence**

The U.S. citizen parent must bring proof of living in the United States before the child’s birth in order to transmit citizenship. Regularly available documents that may establish your physical presence/residence in the U.S. include transcripts from High School and/or College, Income Tax Returns and W2s, old passports. You can submit other documents as evidence.

LEGITIMATION/LEGAL RELATIONSHIP

☐ **Parents’ marriage certificate, if applicable**

Please bring the original marriage certificate. For marriages conducted in Guinea, we accept only civil registered marriages.

REMINDER:

We stand ready to assist you; however, the biggest obstacle to a quick completion of the CRBA application process is obtaining all of the necessary documents. If you do not bring the required documentation (including an original birth certificate), we will suspend processing of the application and you may be required to schedule another appointment.

You may be asked to provide additional documentation at the time of your interview. By regulation you will have 90 days to submit the requested documentation or the case will be closed for



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insufficient evidence to establish U.S. citizenship of the applicant. Be reminded all fees are non-refundable.

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applying Parent or Guardian

Date:
